



GSA Travel & Transportation Announces Online Federal Travel Regulation (FTR) Training

Your Smart And Easy Solution to Get Up to Speed and Stay Current in the Government Travel Arena!



Federal Travel Regulation (FTR) training is now available online! As a federal traveler, you are invited to take full advantage of GSA's first online FTR training course. This innovative Web-based course is more convenient and less expensive than traveling for training. Travelers and managers can train whenever their schedules permit — any time, 24 hours a day, seven days a week. The training is easy to access, self-paced and continually refreshed. And it provides consistency in its interpretation and presentation of the FTR.

The cost is only \$150 per student, and the course can be completed in as little as five hours. Register for this training today at www.gsa.gov/traveltraining or call our training professionals at (703) 605-0555.

Education and Experience Counts!

GSA's training professionals make the difference! They have the knowledge, the expertise, and the most up-to-date information to put agencies in control of their travel and transportation needs. GSA offers a wide range of courses throughout the calendar year in locations around the country. In addition to our new FTR online Web-based training, GSA Travel & Transportation provides a wealth of additional valuable training opportunities:

Travel and Transportation Offerings:

- FTR Online (Web-based training) — Available 24/7
- Travel Basics
- Temporary Duty Travel: Federal Travel Regulation (FTR)
- Relocation Allowances: Federal Travel Regulation (FTR)
- Advanced Temporary Duty Travel: Federal Travel Regulation (FTR)
- Relocation Income Tax Allowances (RITA)
- Shipping Household Goods and Transportation Management Service Solutions (TMSS)
- Conference Planning

Department of Defense Offerings:

- Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2
- Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2
- Temporary Duty Travel: Joint Federal Travel Regulations (JFTR), Volume 1 (Uniformed Services)
- Relocation Allowances: Joint Travel Regulations (JTR), Volume 2

On-site Specials (conducted at agency's training facility):

- Approving Officials' Responsibilities: Federal Travel Regulation (FTR)
- Approving Officials' Responsibilities: Joint Travel Regulations (JTR), Volume 2

One Country. One Mission. One Source.



Smarter Solutions



Group Specials and Customized Courses:

GSA offers group specials and customized courses for agency training needs. GSA will hold any available class for a group formed by an agency at a site of their choice. Students may come from an agency's own organization, or by joining other federal, state, or local government agencies to fill a class. GSA will also customize any course or develop a new course to meet special needs.

Hotels Near Training Sites:

FedRooms® provides hotel rooms for federal government travelers while on official business. FedRooms® is an

innovative governmentwide program that places government travelers in FEMA-compliant rooms at or below per diem rates — right where the traveler needs to be. Go to FedRooms.gov for a current list of preferred hotels and to book your rooms.

Contact Information:

For complete training course scheduling information and details, please call **(703) 605-0555**, visit our Web site at www.gsa.gov/traveltraining, or email us at travel.training@gsa.gov.

